



AUSTELL FIRE DEPARTMENT JOB DESCRIPTION PART-TIME FIREFIGHTER / EMT OR PARAMEDIC

Purpose:

The fundamental reason this classification exists is to deliver firefighting, rescue, and emergency medical services to the citizens and visitors of the City of Austell. Part-time firefighters are needed to provide adequate staffing daily. Part-time firefighters are required to perform the job functions that match their skill level, training, and certification. The following essential functions are not a complete list of duties and responsibilities. Incumbents may also be required to perform additional duties and responsibilities depending on the needs of the department.

Essential Functions:

- Performs fire suppression, emergency medical services, and other rescue duties.
- Operates fire apparatus and equipment as required in support of firefighting operations.
- Deploys and connects appropriate hoses on the fire scene.
- Deploys and utilizes equipment on the fire scene.
- Monitors radio traffic and ensures rapid response to assigned calls; communicates effectively and coherently over radio channels while initiating and responding to radio communications.
- Communicates with personnel to gather/exchange information.
- Inspects and operates assigned fire apparatus and equipment to ensure proper working condition and cleanliness.
- Maintains a clean and organized fire station.
- Maintains a clean and organized fire apparatus.
- Maintains appropriate physical health.
- Participates in physical fitness activities to maintain physical conditioning.
- Operates computer aided dispatch equipment.
- Utilizes a computer to enter, retrieve or modify data; utilizes word processing, database, or other software programs.
- Prepares reports related to incidents, equipment, and patients.
- Attends training classes in firefighting, emergency medical services, rescue methods, and related duties to ensure that minimum company standards are maintained.
- Participates in the inspections/maintenance of the fire station, fire apparatus, fire hydrants, fire hose, firefighting equipment, and emergency medical equipment.
- Participates in fire safety inspections and pre-fire plans.
- Participates in prevention programs to provide public information on life/fire safety.

- Maintains regular and reliable attendance.
- Performs other duties of a similar nature or level.
- Demonstrates superior customer service, integrity, efficiency, and fiscally responsible activity.
- Provides basic and/or advanced life support services.
- Performs detailed patient assessments within established protocols.
- Manages and coordinates emergency care procedures.
- Prepares medical reports related to emergency medical incidents.
- Inspects and maintains all EMS equipment to ensure proper working order and cleanliness.
- Assists with medical training when required.
- Responsible for documenting the presence of appropriate narcotics daily and is held accountable for the security of narcotics supplied on the assigned apparatus. (Paramedic)
- Participates in continuing education programs to remain current on all required certifications.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Applicable federal, state, county, and city law requirements.
- Firefighting principles, practices, and procedures.
- Emergency medical service techniques.
- Hazmat and rescue operations.
- Vehicle extrication.
- Pre-Incident planning.
- Use of rescue air bags.
- Hose testing procedures.
- Hydraulics and their application to the operation of fire apparatus.
- The geographical layout of the City of Austell, street names and numbers, and hydrant locations.
- The operation and maintenance of various types of apparatus and equipment used by the fire department.
- Department and City policies and procedures.
- Basic verbal and written principles.
- Computer operations to include various software program operations, data entry, and email as required for certain reporting standards.
- Incident Command.
- Emergency medical techniques and procedures.
- Department protocols.
- Best current practices for EMS.
- Required training programs.

Skills:

- Basic and/or advanced firefighting skills.
- Basic and/or advanced life support skills.
- Various equipment operating skills.
- Problem solving skills.
- Stress management skills.
- Interpersonal skills.
- Communications skills.
- Decision making skills.
- Time management skills.
- Organizational skills.
- Mathematic skills.
- Good housekeeping skills.

Ability to:

- Work cooperatively with other City employees, mutual aid departments, and the public.
- Communicate efficiently, orally and in writing.
- Understand and follow instructions.
- Motivate personnel.
- Learn and instruct job related material.
- Train or instruct personnel.
- Educate the public.
- Be available to work nights, weekends, and holidays.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Use computers and applicable software.
- Identify fire and life safety code violations.
- Operate apparatus, equipment, and tools needed to perform essential functions and other duties.
- Work in confined spaces.
- Work at heights greater than 10 feet.
- Move heavy objects for long distances such as dragging a firefighter in full turnout gear and SCBA to a safe location.
- Perform strenuous tasks.
- Be able to work under extreme weather conditions and stressful situations.
- Work for long periods of time, requiring sustained physical activity and intense concentration, possibly with little to no sleep.
- Work in a variety of weather conditions with exposure to the outdoor elements.
- Bend or stoop repeatedly or continually over time to perform emergency medical services, or duties on the fire ground.

- Perform duties requiring frequent pulling of 40 lbs. or more, such as removing hose from apparatus, pulling ceilings, starting power equipment, and opening doors on apparatus.
- Lift arms above shoulder level to cut vent holes with an axe or to force entry into automobiles using specialized tools.
- Use Self Contained Breathing Apparatus and protective clothing to prevent exposure to hazardous materials and infectious diseases.
- Work safely without presenting a direct threat to self or others.
- Make life and death decisions during emergency situations.
- Ability to record important, detailed information accurately and in a timely fashion.
- Ability to work effectively with the public in situations involving severe physical and personal trauma.
- Ability to lift and move heavy patients up or down stairs, into and out of structures and vehicles.

Additional Requirements:

- Must be employed, full-time, with another fire department.
- NPQ Firefighter I.
- EMT-I, AEMT, or Paramedic certified with the state of Georgia.
- CPR certification.
- NPQ Pumping Apparatus Driver/Operator. (If operating a fire apparatus.)
- State of Georgia class F or above Driver's License. (If driving a fire apparatus.)

FLSA Status: Non-Exempt

The City of Austell is an Equal Opportunity Employer.

All applicants must complete a City of Austell employment application. Applications may be submitted on the website at www.austellga.gov or you may obtain an application at the City of Austell Human Resources Department, located at 5000 Austell Powder Springs Rd., Suite 220, Austell, GA. 30106. Submit completed application to the City of Austell Human Resources Department.

This position will be open until filled.